

### **SECTION 3**

#### **RECRUITMENT OF PERSONNEL TO THE PUBLIC SAFETY SERVICE**

**3-1. Recruitment – Publicizing Examinations.** Employment in the Public Safety Service shall be by application and compliance with the requirements set forth in these Rules. The Human Resources Department shall publicize each examination for appointment to the Public Safety Service to the end that the best available people shall be attracted to employment by the City. Each examination shall be publicized for a minimum of seven (7) working days.

**3-2. Content of Examination Announcements.** Each examination announcement shall specify the position title, the nature of the work to be performed, the pay rate or range for the position, the minimum or desirable qualifications, the closing date for the filing of applications, and the place and manner of filing applications. The Human Resources Department may, in addition, add such other information as deemed advisable.

**3-3. Notice of Examination.** The Human Resources Department will give each candidate written notice five (5) business days in advance of the date of each examination. Such notice shall be delivered personally to the candidate or sent by United States mail, addressed to the candidate at the address given on the application. The notice shall set forth the time and place at which the examination will be held. Failure of any candidate to be present for and take any examination may be grounds to exclude the candidate from further participation in the selection process.

**3-4. Application Forms.** Applications for examination shall be made on forms provided by the Human Resources Department. All applications must be signed by the candidate. Candidates who desire to apply for veteran preference credit must submit proof of honorable discharge as described in these Rules. Applications shall be fully and completely filled out according to the instructions contained therein. Incomplete applications may be rejected. Any false statement in the application shall be grounds for rejection of the application, and may be grounds for discharge after employment if discovered at a later time.

**3-5. Photographs and Fingerprints.** Candidates considered for appointment may have their photographs and fingerprints taken.

**3-6. Notice to Accepted Candidates.** Each candidate not rejected as provided in Section 3-7, shall be notified in writing by mail of the exact place, date and hour of the examination.

**3-7. Rejected Applications.** Any application shall be rejected which indicates on its face that the candidate does not possess the minimum qualifications as required for the position. Applications also shall be rejected if the candidate is not a citizen of the United States, or in active process of becoming a citizen; if the candidate is not at least 18 years of age at the date of application if applying for the position of Fire Fighter or of at least the age of 21 years at the date of application if applying for the position of Police Officer; is not of good moral character; has been convicted of an offense of dishonesty, unlawful sexual conduct, physical violence, or the unlawful use, sale or possession for the sale of a controlled substance; is unable to comply with

the physical requirement hereinafter set forth; is not able to speak fluently the English language and to write said language legibly; is not of unimpeachable loyalty to the United States of America; or has willfully made any false statements of any material facts, or has attempted to practice any deception or fraud in the application. Any application may be rejected if the Human Resources Director finds that the candidate is clearly ineligible or unfit for the Public Safety Service for any reason herein enumerated. Whenever an application is rejected, notice of such rejection with a statement of the reason shall be mailed to the candidate. Defective applications may be returned to the candidate with notice to amend the same.